

Himachal Pradesh University
NAAC Accredited "A" Grade University
International Centre for Distance Education
Acad -IV

Dated:-14. 12. 2022

Information regarding Course no. 303 i.e. on the Job Training Report for the students of MBA 3rd semester session 2021-22(Started from Nov.2021)

As envisaged in the Prospectus that course no. 303 is "on the Job Training Report" which is of 100 marks and a candidate is required to obtain at least 40% marks to qualify the said course. It will be the responsibility of the candidate to undergo the training at his /her own level.

Before submitting On The Job Training Report the following points should be taken in to account and ensured:-

1. The period of the training should not be less than eight weeks.
2. Copy of "On the Job Training Report" be submitted to the Director ICDEOL, HP University latest by **29. 03.2023** positively. Thereafter same will not be entertained as per rules.
3. The report should be between 35th to 40th pages with 1.5 space on A-4 paper.
4. The Certificate of having undergone for On The Job Training from the concerned company with a specific period be attached (In-Original).
5. Report should be consist the summary of the activities done during On The Job Training.
6. On the Job Training report will be submitted/evaluated only of those students who will appear in an examination of MBA 3rd semester.

Yours Sincerely,


Assistant Registrar(Acad)